

# Office of Local Business Development

www.olbd.dc.gov

Description	FY 2003 Approved	FY 2004 Proposed	% Change
Operating Budget	\$1,092,832	\$1,140,429	4.4

The mission of the Office of Local Business Development (OLBD) is to process applicants into the local, small and disadvantaged business enterprise (LSDBE) program fostering economic development and job creation in the District of Columbia. The OLBD advocates for inclusion of LSDBEs in contracting opportunities with District government agencies and private sector partners. OLBD also monitors District agency and private sector memoranda of understanding (MOU) partners to ensure compliance with LSDBE goals.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Continue to monitor District agency compliance with D.C. Law 12-268.
- Continue to monitor agreements made with private partners via the Industrial Revenue Bond and Tax Increment Financing programs to ensure compliance with LSDBE goals.
- Continue community outreach efforts to inform District-based businesses about the District's small business set aside and local business preference programs.

## Did you know...

OLBD holds monthly Local Small and Disadvantaged Business Enterprise (LSDBE) orientation seminars.

LSDBEs were paid more than \$1 billion during the last three years from District agencies and District independent agencies.

LSDBEs have been awarded \$237 million in contracts on the new Washington Convention Center project of which \$189 million has been paid.

OLBD holds monthly contracting roundtables with procurement staff and LSDBEs.

OLBD provides one-on-one counseling to companies interested in the LSDBE program.

## Where the Money Comes From

Table EN0-1 shows the sources of funding for the Office of Local Business Development

Table EN0-1

### FY 2004 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change From FY 2003	Percent Change
Local Fund	0	0	1,093	1,141	48	4.4
<b>Total for General Fund</b>	<b>0</b>	<b>0</b>	<b>1,093</b>	<b>1,141</b>	<b>48</b>	<b>4.4</b>
<b>Gross Funds</b>	<b>0</b>	<b>0</b>	<b>1,093</b>	<b>1,141</b>	<b>48</b>	<b>4.4</b>

## How the Money is Allocated

Tables EN0-2 and 3 show the FY 2004 proposed budget for the agency at the Comptroller Source Group level (Object Class level) and FTEs by fund type.

Table EN0-2

### FY 2004 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
11 Regular Pay - Cont Full Time	0	0	610	634	23	3.8
14 Fringe Benefits - Curr Personnel	0	0	93	95	2	2.1
<b>Subtotal Personal Services (PS)</b>	<b>0</b>	<b>0</b>	<b>703</b>	<b>729</b>	<b>25</b>	<b>3.6</b>
20 Supplies and Materials	0	0	19	19	0	0.0
30 Energy, Comm. and Bldg Rentals	0	0	5	18	13	270.4
31 Telephone, Telegraph, Telegram, Etc	0	0	11	18	8	71.3
32 Rentals - Land and Structures	0	0	89	65	-24	-26.5
33 Janitorial Services	0	0	0	11	11	100.0
34 Security Services	0	0	0	15	15	100.0
40 Other Services and Charges	0	0	242	242	0	0.0
70 Equipment & Equipment Rental	0	0	24	24	0	-0.3
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>0</b>	<b>390</b>	<b>412</b>	<b>22</b>	<b>5.7</b>
<b>Total Proposed Operating Budget</b>	<b>0</b>	<b>0</b>	<b>1,093</b>	<b>1,141</b>	<b>48</b>	<b>4.4</b>

Table EN0-3

**FY 2004 Full-Time Equivalent Employment Levels**

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
<b>General Fund</b>						
<b>Local Fund</b>	0	0	10	10	0	0.0
<b>Total for General Fund</b>	0	0	10	10	0	0.0
<b>Total Proposed FTEs</b>	0	0	10	10	0	0.0

**Gross Funds**

The proposed budget is \$1,140,429, an increase of 4.4 percent over the FY 2003 approved budget of \$1,092,832. There are 10 total FTEs for the agency, representing no change from FY 2003.

**General Fund**

**Local Funds.** The proposed budget is \$1,140,429, an increase of \$47,597 over the FY 2003 approved budget of \$1,092,832. There are 10 FTEs funded by Local sources, representing no change from FY 2003.

Changes from the FY 2003 approved budget are:

- An increase of \$17,597 to reflect fixed cost estimates provided by the Office of Finance and Resource Management (OFRM).
- A net increase of \$30,000 for supplies and materials needed to monitor agency compliance and certify new businesses.

**Programs**

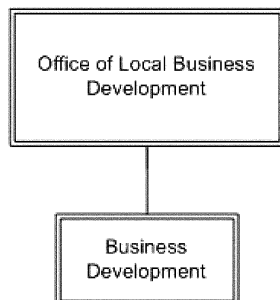
The Office of Local Business Development is committed to the following program:

The Office of Local Business Development (OLBD) in conjunction with the Office of Contracting and Procurement (OCP) is responsible for implementing the District's Small Business Set Aside Program and the Preference Point Program for open market solicitations. These programs stimulate and foster economic opportunities for local, small, and disadvantaged business enterprises. The OLBD engages LSDBE participation through various marketing and outreach efforts. Additionally, OLBD monitors LSDBE agreements made with private partners through the Industrial Revenue Bond (IRB) and Tax Increment Finance (TIF) programs ensuring LSDBE contracting opportunities.

Key initiatives associated with the Business Development program are:

- Host an annual LSDBE marketplace.
- Attend a minimum of 25 community events.
- Work with private sector partners to ensure LSDBE compliance on MOU agreements under the IRB and TIF programs.
- Hold monthly contracting roundtables with agency procurement officers and the LSDBE community.

Figure EN0-1

**Office of Local Business Development**

## Agency Goals and Performance Measures

### Goal 1: Maintain a Local, Small and Disadvantaged Business Enterprises (LSDBE) database that supports the LSDBE program.

*Citywide Strategic Priority Area(s):* Promoting Economic Development; Making Government Work

*Manager(s):* Nicole Copeland, Interim Supervisor, Certification Specialist

*Supervisor(s):* Jacquelyn Flowers, Director, Office of Local Business Development

#### Measure 1.1: Certify or re-certify 200 LSDBE's annually

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	200	200	200	200	200
Actual	279	275	-	-	-

Note: New measure added 3/5/02.

### Goal 2: Improve compliance with D.C. Law 12-268.

*Citywide Strategic Priority Area(s):* Promoting Economic Development; Making Government Work

*Manager(s):* Andre Banks, Supervisor, Compliance Specialist

*Supervisor(s):* Jacquelyn Flowers, Director, Office of Local Business Development

#### Measure 2.1: Percent of agencies in compliance with D.C. Law 12-268

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	60	90	100	100
Actual	N/A	85	90	-	-

#### Measure 2.2: Number of training sessions for District CFO's and contracting officers on DC Law 12-268

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	2	2	2
Actual	N/A	2	-	-	-

Note: New measure added 1/8/03.

### Goal 3: Ensure that Local, Small, and Disadvantaged Business Enterprises (LSBDEs) participate in the District's economic revitalization.

*Citywide Strategic Priority Area(s):* Promoting Economic Development

*Manager(s):* Andre Banks, OLBD Compliance Manager

*Supervisor(s):* Jacquelyn Flowers, Director, Office of Local Business Development

#### Measure 3.1: Award a minimum of 40 percent of actual contracts for the new Washington Convention Center project to Local, Small and Disadvantaged Business Enterprises (LSBDEs)

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	40	40	40	-	-
Actual	49	48.6	-	-	-

Note: Project to be completed in FY 2003.